

DEC 21 1954

Executive Registry

6-4232

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: One-Grade Promotion Progression

REFERENCE: Proposed Notice [REDACTED]

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1. I wish to alert you to two fundamental questions in connection with the proposed Notice which now is in process of coordination. I have in mind that when this comes to the Agency Career Board, you will find it profitable, I am sure, to see that proper answers to these two points are forthcoming.

2. There is quoted here from the proposed Notice the one sentence specification as to RESPONSIBILITIES: "The Assistant Director for Personnel is responsible for determining the normal progression for all Agency positions...."

I think it is of vast importance that this sentence not stand this way as opposed to a modification of it, proposed along these lines: "The Assistant Director for Personnel is responsible for determining the normal progression for all Agency positions under policy determinations set by the Agency Career Service Board."

3. There is quoted further from the proposed Notice the following sentence under PROCEDURES: "The following listing includes all positions in which the normal promotion progression is at one-grade stages during the range GS-5 to GS-11. Wherever a series of positions is listed, all positions in the series are included...."

This sentence is inflexible enough so that a person in the fourth step of a GS-5 would, when promoted to a GS-6, get 19¢ a week increase in salary. One way out of that is to specify in the proposed Notice (given acceptance of the one-grade promotion policy) that "i.e., the corresponding step in the next grade. In no event, however, shall an individual when so promoted receive less in his new salary than a full-grade change."

Also, what is the criteria for this one-grade progression in certain jobs. Also, is it really possible to draw a \$400 (around) distinction between many jobs.

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Chief, Management Staff